



ADMISSION POLICY

ENTRANCE TEST - 46
(Academic Session: 2023-24)

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In Siddeeq Public School, admissions are offered by observing the policy delineated here:

1. The learning capacity of children for their admission is appraised by conducting an Entrance Test. The test is designed to evaluate the academic abilities of the intending students.
2. For admission, the worthwhile performance of the students in academics is assessed from the compatible syllabus of their last class/grade.

For instance, a student intending to get admission to Grade: 6, is to prepare himself from the syllabus of Grade: 5 for the Entry Test.

3. In Entry Test the academic performance of the students is evaluated in the following **subjects:**

Class to which admission is sought	Subjects (Allocated Marks)		
Grade: 4	English (20)	Maths (20)	Urdu (10)
Grade: 5 to Grade: 8	English (20)	Maths (20)	Science (10)

4. **No fee** at all is charged for appearing in the Entrance Test.
5. Eligibility with reference to **age limit** of students/candidates for getting admission is demarcated.

Admission to	Age Limit	
	Minimum	Maximum
	by the 1 st of March 2023	
Grade: 4	8 ½ years	9 ½ years
Grade: 5	9 ½ years	10 ½ years
Grade: 6	10 ½ years	11 ½ years
Grade: 7	11 ½ years	12 ½ years
Grade: 8	12 ½ years	13 ½ years

6. **Age relaxation** for six months on either side (minimum/maximum) may be given with the proviso that the admission committee recommends the candidate for appearing in the Entry Test particularly after observing his/her physical growth. The students, who have completed **Hifz ul Quran**, are given one-year relaxation in age on presenting Hifz Certificate. Such cases are attended by the committee member on all working days (Monday to Thursday & Saturday) during 11:00 am to 01:30 p.m.
7. No candidate is allowed to appear in the Entry Test for different classes/grades in the same year.
8. The students already on the roll of Siddeeq Public School are not allowed, whatever the reason may be, to appear in the Entry Test for any class/grade.
9. Any student who discontinued his/her studies from this School on account of parents' transfer or likewise some other genuine reason, may appear in the Entry Test to rejoin the school.
10. Conversely, the student already expelled from this School in consequence of disciplinary issues is not allowed to appear in the Entry Test for any class/grade.
11. The students are advised to appear for Entrance Test in the very campus of the School which is to be joined subsequently, after qualifying for admission. By and large, it becomes difficult to entertain the request for migration from one campus to the other due to fixed number of seats for each section of the class/grade.
12. In order to focus the amelioration in learning process of every student of the class, the School forms the students' batches to a reasonable limit – 28 students per section. However, for new entrants, the exact accommodation capacity (precise calculation of the seats available) in each grade is subject to the result of annual examination.
13. It is categorically specified that any student, whose sum of obtained marks is less than 50% of the allocated marks, will not be eligible for admission though the seat remains vacant.
14. In the prime interest of the students and this educational institution, the School administration strictly observes the merit, which is eventually ascertained from the results of Entrance Test. Hence, any effort for getting admission by deviating from the merit is not encouraged.

15. The list of successful candidates/selected students is displayed on the School website. Over and above, the marked answer papers/ response sheets attempted by the students may also be handed over to their parents in the subsequent week.
16. In this School, very specifically, students and their parents are offered an opportunity to observe the School didactics circumspectly. Hence, it is advised that the School dues are to be deposited after the observatory period.

TO DO LIST

The parents who intend to get their child(ren) admitted to Siddeeq Public School, are requested to follow the prescribed procedure for the submission of **Online Application Form** for Entry Test-46.

1. Requisite **particulars** of the student/candidate (Name of the Student, Father's Name, CNIC No. of the student, Campus & Class/Grade to which admission is required, Contact Nos.) are to be entered with good care.

www.siddeeqeen.edu.pk

2. On completing the process of data entry, the computer generated **Permission Slip** (Roll No. for Entry Test) is to be got printed.

Registration Period for Entry Test	01 February 2023 (Wednesday) to 18 February 2023 (Saturday)
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3. A photocopy of **FRC** (Family Registration Certificate) or **CRC** (Children Registration Certificate/ commonly known as B-Form) issued by NADRA, is to be annexed with the cited Permission Slip.
4. One recent colour **photograph** of the student is also to be stapled with the same Permission Slip.
5. The **SFD** (Students Facilitation Desk), set up separately in each campus of the School, **can be approached** in case some erroneous data is entered or any intricate problem is faced to get the Permission Slip downloaded.

Service at Students Facilitation Desk during the Entry Test Registration Phase	
Monday to Saturday	08:00 am to 05:00 pm
For Juma prayer, the services will be suspended ... 12:00 to 3:00 pm	

6. The Permission Slip is to be kept in safe custody as it is **required** at the time of
 - Appearing in the Test
 - Receiving the Admission Form
7. It is pertinently advised that the uploaded **Preparation Kit**, which contains the following, may be observed meticulously to get the child relatively well-prepared for the upcoming Entry Test:
 - Outline of Syllabus for the Test
 - Model Papers of the respective Class/Grade
 - Entry Test Papers of the previous years

8. Aspiring candidates are provided an opportunity to join the **Online Interactive Sessions** as guideline for the Entrance Test. The gratis virtual classes will be arranged (20 to 23 February 2023) in the evening session.
9. **On the scheduled test day**, the student **must bring** with him/her the items mentioned in the check list.

Scheduled Day for the Conduction of Entry Test 26 February 2023 (Sunday)	
Grade : 4 Grade : 5 Grade : 6	10:00 am to 12:15 pm
Grade : 7 Grade : 8	03:00 to 05:15 pm

Check List	
	Online system generated Permission Slip (Roll No. Slip for Entry Test)
	One photocopy of FRC (Family Registration Certificate) or CRC (Children Registration Certificate/ commonly known as B-Form) issued by NADRA ... to be enclosed with Permission Slip
	One recent colour photograph of the student/candidate ... to be attached with the Permission Slip
	Clipboard (Examination-board)
	Stationery (Pencils, Eraser/Rubber) (Fountain/Ink Pen ... for the students of Grade 5 to 8)

10. The **Result** of the Entrance Test will be uploaded on the School website in the evening of **05 March 2023 (Sunday)**.
11. The marked Response Sheets/Answer Papers attempted by the candidates will be WhatsApped to the respective students in the subsequent week of the result declaration.
12. Parents of the selected students will have to visit the School to collect the **Admission Form(s)** of their child(ren) any time from 06 to 09 March 2023 (Monday to Thursday) during school office hours.

13. The Admission Form, complete in all respects, is to be filed by the last date. **On furnishing the Admission Form**, School Enrollment Number is allotted by the Front Office of the School.

Submission of Admission Form

07 – 11 March 2023 (Tuesday to Saturday)

14. In case the said procedure is not followed accordingly within the specified time span, the allocated **seat will be considered as vacant** and the School management reserves the right to offer it to the candidate who stands next in the waiting list.
15. The students, who miss the merit to qualify for admission by one/two marks, **may be considered for admission** if the School finds some seat(s) vacant after the expiry of time period for the submission of admission forms.
16. **Teaching Work** for the Entry – 46 will commence on **Monday, the 13th of March 2023** at 07:15 am ... In sha ALLAH.
17. **School dues** (Admission Fee) are to be deposited after attending the observatory classes.

FEE STRUCTURE ... ACADEMIC SESSION 2023–24

Admission Fee (to be paid once at the time of admission)
Rs. 7,500/-

Annual School Dues for the entire Academic Session (March 2023 – February 2024) for all Classes/Grades
Rs. 90,000/- (=Rs.7,500/- pm)

Payment Schedule		
Head of Payment	Amount Rs.	Last Date for Remittance
Admission Fee	7,500/-	10 May 2023 (Wednesday)
First Semester Fee (Mar, Apr, May, Jun, Jul, Aug 2023)	45,000/-	10 August 2023 (Thursday)
Second Semester Fee (Sep, Oct, Nov, Dec 23, Jan , Feb 2024)	45,000/-	10 January 2024 (Wednesday)

In order to facilitate the orphan students, whose father passes away during their study years at this School, to continue their studies in the very School, scholarships are offered to them in form of FULL FEE CONCESSION.

On the basis of the results of Annual Examination, first 10 distinction holders of each class/grade (not of the section) are awarded, as an incentive, 25% Fee Concession as Merit Scholarships (in the form of waiver of three months fee).

There will be NO CONCESSION at all in School fee on the basis of kinship.

SIDDEEQ PUBLIC SCHOOL

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